

**SEMINOLE COUNTY SHERIFF'S OFFICE  
JOB ANNOUNCEMENT  
GRANT WRITER**

The **Seminole County Sheriff's Office** is now accepting pre-screen questionnaires for the position of **Grant Writer**. This position performs professional and administrative work in the coordination and oversight of the grant application and management process including researching potential new funding sources, writing grants, monitoring, and coordinating required report evaluations on existing grants. **The salary for this position starts at \$41,995.20 - \$54,516.80 yearly, depending on applicable experience. Pre-screen Questionnaires are being accepted until August 28, 2017.**

**Minimum Requirements:**

- Bachelor's degree in Finance, Accounting, Business, Public Administration, or closely related field and two (2) years of experience in grant writing and monitoring, evaluating and reporting on compliance, or equivalent combination of training and experience.

**All candidates must fully complete and then submit a pre-screen questionnaire which can be secured from [www.seminolesheriff.org](http://www.seminolesheriff.org) or the Seminole County Sheriff's Office Information Desk located at 100 Eslinger Way, Sanford, Florida 32773. The pre-screen may be submitted via email to [AGarza@seminolesheriff.org](mailto:AGarza@seminolesheriff.org) or by hand delivering to the Information Desk.**

Each applicant must have a Background Investigation Waiver (included with the pre-screener questionnaire package) notarized. Failure to have this document completed and submitted with your pre-screen questionnaire will disqualify your application. Any costs associated to the completion of this form are the responsibility of the applicant. **The Sheriff's Office does not provide notary service for this form.**

Successful applicants will be required to complete and submit an entire employment application which will be provided to the applicant by Human Resources. The applicant will then submit to a thorough background investigation, which includes, but not limited to, past employment/education verification, driver's license review, credit history, prior drug use history, arrest/conviction record, and computerized voice stress analysis (CVSA). A certified examiner administers the CVSA with questions addressing illegal drug use and general questions of honesty and criminal history. Any dishonesty or deception on the pre-screen questionnaire or employment application will disqualify your application.

The background investigation process may take 3-6 months depending upon the complexity of the applicant's background. Applicants selected for employment will be provided a conditional offer and required to submit to a medical examination with drug screening.

Candidates for employment must comply with the Body Ornamentation policy which includes tattoos, brands, intentional body/tongue piercing (not including normal piercing of the earlobe for earrings) or mutilation and dental ornamentation. "Visible" is defined as body ornamentation that is visible on the arm below the sleeve of a short sleeve or golf-style shirt or above the collar of a short sleeve or golf-style shirt. Any visible body ornamentation must be disclosed at the time of application.

Applicants who are not selected for employment will receive written notification from Human Resources, to include justification based on the following disqualifiers: negative background, failure to meet minimum qualifications as outlined in the specific job description, or any additional information discovered during the interview process. Applicants will be eligible to reapply with the Seminole County Sheriff's Office after one year from the date of notification.

Revised August 7, 2017

**Seminole County Sheriff's Office  
Human Resources Division  
100 Eslinger Way  
Sanford, FL 32773  
[AGarza@seminolesheriff.org](mailto:AGarza@seminolesheriff.org)  
407-665-6621**

**The Sheriff's Office is committed to a diverse work force, is a drug free workplace and is an equal opportunity employer.**



## Seminole County Sheriff's Office Job Description

<b>Position Title:</b>	<b>Grant Writer/Program Coordinator</b>		
<b>Assignment:</b>	<b>Procurement and Agreement Section/Fiscal Services Division</b>		
<b>Department:</b>	<b>ADMINISTRATIVE SERVICES</b>	<b>Date Approved:</b>	

### MAJOR FUNCTION

Performs professional and administrative work in the coordination and oversight of the grant application and management process, including identification of potential new funding sources, obtaining additional funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various Agency divisions and processing, monitoring and coordinating required report evaluations on existing grants.

**ILLUSTRATIVE DUTIES (The duties listed below are for illustrative purposes only. The omission of specific work statements does not necessarily exclude them from being performed by the position).**

Develops grant applications and related documents (e.g. required reports, budgets, etc.) for the purpose of submitting highly effective grant applications to the applicable funding agency.

Researches grant opportunities for the purpose of obtaining additional funding resources for both current and proposed services and programs.

Responsible for following procedures and performing duties to ensure compliance with grant objectives. Performs budgetary establishment, fiscal analysis, monitoring/tracking, and compliance reporting for grant agreements/contracts. Prepares and/or submits required financial and programmatic reports, and performs required audit functions. Prepares grant modifications as needed.

Analyzes monthly expenditure reports. Tracks accounts payables/receivables. Works with Accounting Section of the Fiscal Services Division to resolve award or grant issues. Reconciles grant funds with general ledger accounts.

Collaborates with departments in the compilation of required information for grant applications. Provides guidance to recipient divisions on contractual interpretations, processing grant expenditures, and budgetary monitoring.

Establishes and maintains contact with federal, state, and local agencies/foundations to ensure efficient and timely grants management.

Manages grant financial information, including discretionary funds, cash advances, bank accounts, operational costs, overtime expenditures and rosters for outside agencies. Coordinates with outside agencies for program and budget compliance.

Works with external auditors in the examination of files/records as they pertain to grants/contracts and assembles audit correspondence for granting agencies.

Maintains files, office records, and other official documentation as required. Maintains property inventory, and performs physical inventories as required.

Performs other duties as assigned or as may be necessary in the efficient and effective operation of Grants Administration.

**KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of grant writing and research practices. Knowledge of grant management and compliance practices/requirements. Knowledge of Federal and State laws and regulations regarding grant funding. Knowledge of accounting practices and principles and modern business practices.

Ability to work independently in carrying out assignments to completion. Strong communication skills, both oral and written. Ability to follow oral and written instructions. Ability to make decisions based on factual data. Ability to present ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with departments and external contacts.

Ability to handle multiple tasks relating to projects in a timely manner.

Knowledge of office software to include Microsoft Word, Excel and all Grantor Software.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Finance, Accounting, Business, Public Administration, or closely related field and two (2) years of experience in grant writing and monitoring, evaluating and reporting on compliance, or equivalent combination of training and experience.

**WORKING CONDITIONS**

The work environment for this position is in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Walking is limited. Some lifting, less than 25 lbs., may be required. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position. Extensive use of desktop computers is required.

Prepared By:	Barbara Taylor, Procurement and Agreements Manager	Lieutenant/Manager
Reviewed By:	Mary Hope, Director of Fiscal Services	Captain/Director
Reviewed By:		Chief
Approved By:		Sheriff